EMBA 2010 Orientation Session

LUMS Library

MISSION STATEMENT

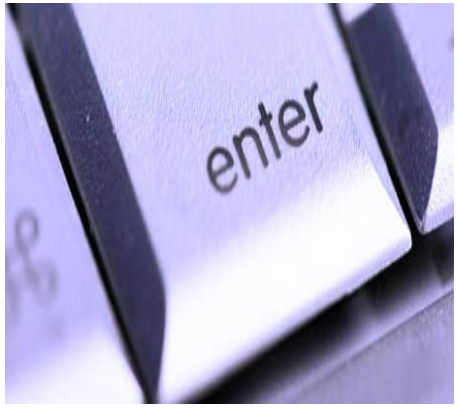
To excel in supporting the academic and scholarly endeavor of our users, in their core studies, instructional and research requirements through utilizing the best possible resources, systems and services

Library Resources

200, 000 Print Resources
480 Current Print Journals
35,000 E-Journals

130,000 E-Books

3000 Audio Video/ CDs & DVDs
30 CD-ROM Databases
35 Online Databases



Print Resources

Book Collection (English)
Books on Business, Economics, Finance, Maths, Comp. Science, Comp. Engineering, social sciences

Book Collection (Oriental Languages)
Books in Arabic, Persian, Urdu, Punjabi, Pashto, and other languages

Reference Book Collection
Dictionaries, encyclopedias, Thesis and dissertations, etc.

Course Reserve (CR)
Textbooks and course packages available on the circulation desk

Government Documents (GD)
Statistical yearbooks, budget docs, etc.

Depository Collections
World Bank/United Nations/Asian Development Bank/Int. Monetary Fund/European Union

Pamphlets & Reports (PF)
Collection of small pamphlets on 62 subjects

Annual Reports (KSE, LSE Listed Companies)
More than 9100 annual reports of over 750 stock listed companies

Press Clippings
The News , Dawn, Business Recorder, and The Nation on 53 different broad subject areas since 1987.

Print Journals
Library is subscribing to more than 480 international & national journals

Pakistan Periodical Index (PPI)
Searchable database of Pakistani Periodical articles from 1988 to date

Electronic Resources: E-Journals (Databases)

EBSCO Research Databases	Multi-disciplinary database Provides full text access to more than 10,400 journals. Dates of coverage vary by title.
WILEY InterScience	Provides full text access to over 800 leading learned journals in science, technology, medicine, humanities and social sciences, many going back to 1990's.
JSTOR	Archive database with complete back files of over 1000 core scholarly journals covering business, finance, economics, mathematics, Social Sciences, etc. Coverage goes back to 19th century.
SpringerLink	One of the world's leading online information services for scientific, technical, and medical books and journals. Over 1100 fully peer reviewed journals are available with back files starting from different dates.
Emerald	Emeraldinsight provides full text of all 150+ Emerald online journals in business and economics with back files, many going back to 1990's. Abstracts going back in some cases to 1980's.
CAMBRIDGE Journals Online	Cambridge University Press's collection of nearly 200 leading journals across the sciences, social sciences and humanities from 1990 to date
LexisNexis	It has over 3.5 billion public records; business news, legal news, and regional news; expert commentary on the law; Shepard's® Citations Service; and so much more
ScienceDirect	Provides access to 2500 full text journals from 2004 to 2008. The subject areas covered in this database are: Business Management and Accounting, Mathematics, Computer Science, and Economics.

Electronic Resources: E-Journals (Databases)

informaworld	Provides access to over 1100 peer-reviewed research journals in Sciences, Engineering and Humanities subject areas generally from 1997 to present.
IEEE Xplore RELEASE 2.1	IEEEXplore - provides full-text access to 132 IEEE and 45 IEE journals, magazines, transactions and conference proceedings from 1988 onward
ACM PORTAL	Full text of all ACM resources in computing and IT, with complete archive reaching back to 1950's.
AMERICAN MATHEMATICAL SOCIETY MathSciNet Mathematical Reviews on the Web	Abstract database on Mathematics since 1940.
BENTHAM	In chemistry and allied subjects 41 full text titles are available, many going back to 2000.
RSC	Full text is available of 36 leading journals covering all branches of chemistry, many going back to 1997.
Liebert Online	12,000 papers from 55 leading journals many going back to 2000's.
	CD-ROM databases like BPO, PC-TAS, Econlit, IPSA, AIR, Index Islamicus, TradeCan, etc.

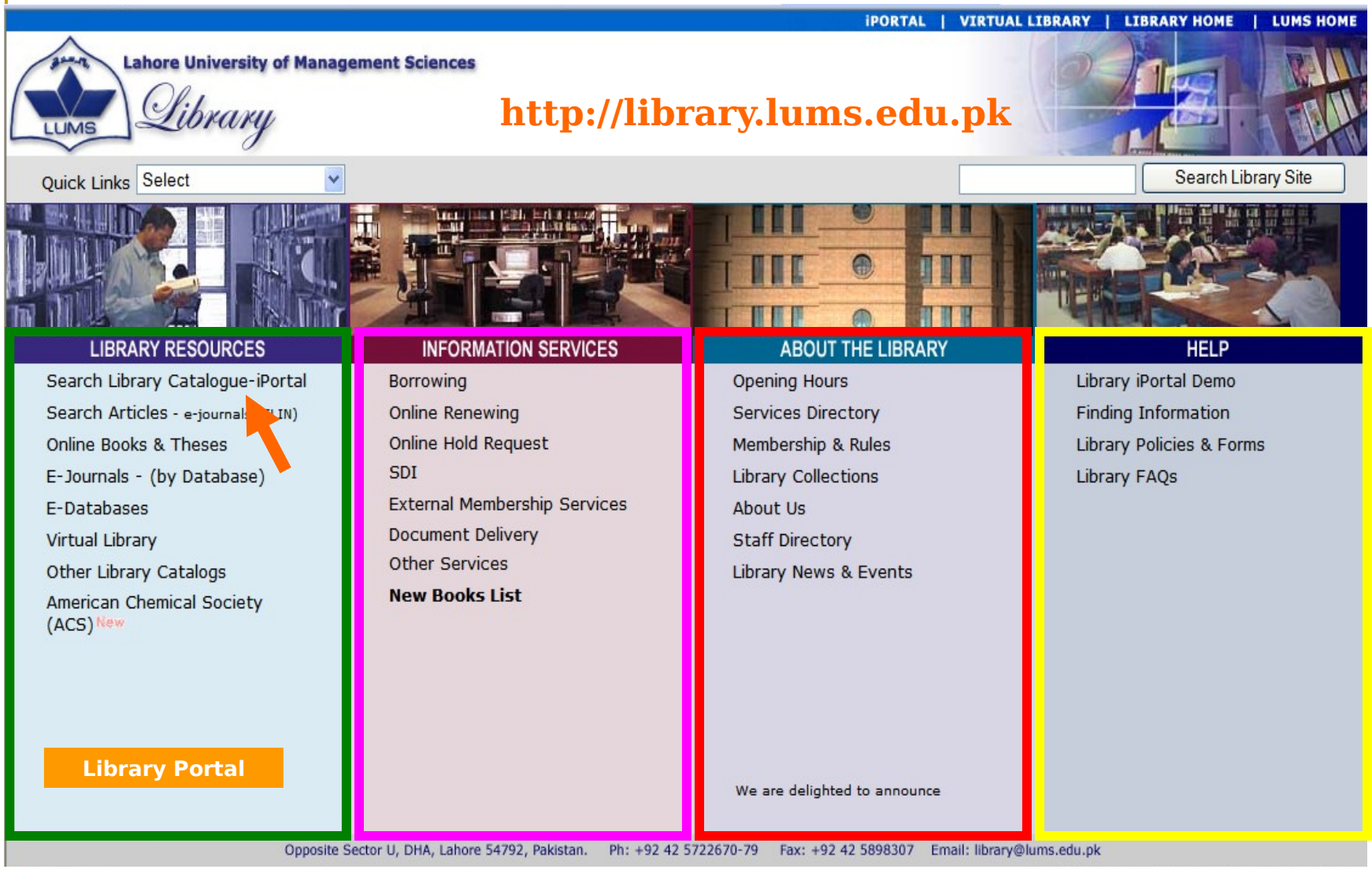
Electronic Resources: E-Books

Library has also access to more than 130,000 eBooks from the world's leading publishers

ebrary ...eContent evolved	Offers an increasing selection of more than 10,000 e-Books in business, economics, computers, engineering and technology
questia	World's largest online collection of over 67,000 books
Taylor & Francis Taylor & Francis Group	Online collection of over 20,000 books in the areas of social sciences and the humanities
The World Bank eLIBRARY	One of the most comprehensive collections of 4500 books in the area of social and economic development
OXFORD scholarship	Full text of over 1,000 Oxford books in the areas of economics, finance, philosophy, political science, and religion.
Online Books	Over 25,000 books and full text dissertations are searchable on different subject areas
HEC	Project of the HEC to promote the international visibility of research publications originating from HEC Scholars in Pakistan and abroad
ADT	Full text access to digital versions of theses produced by the postgraduate research students at Australian as well as New Zealand universities

Systems & Services

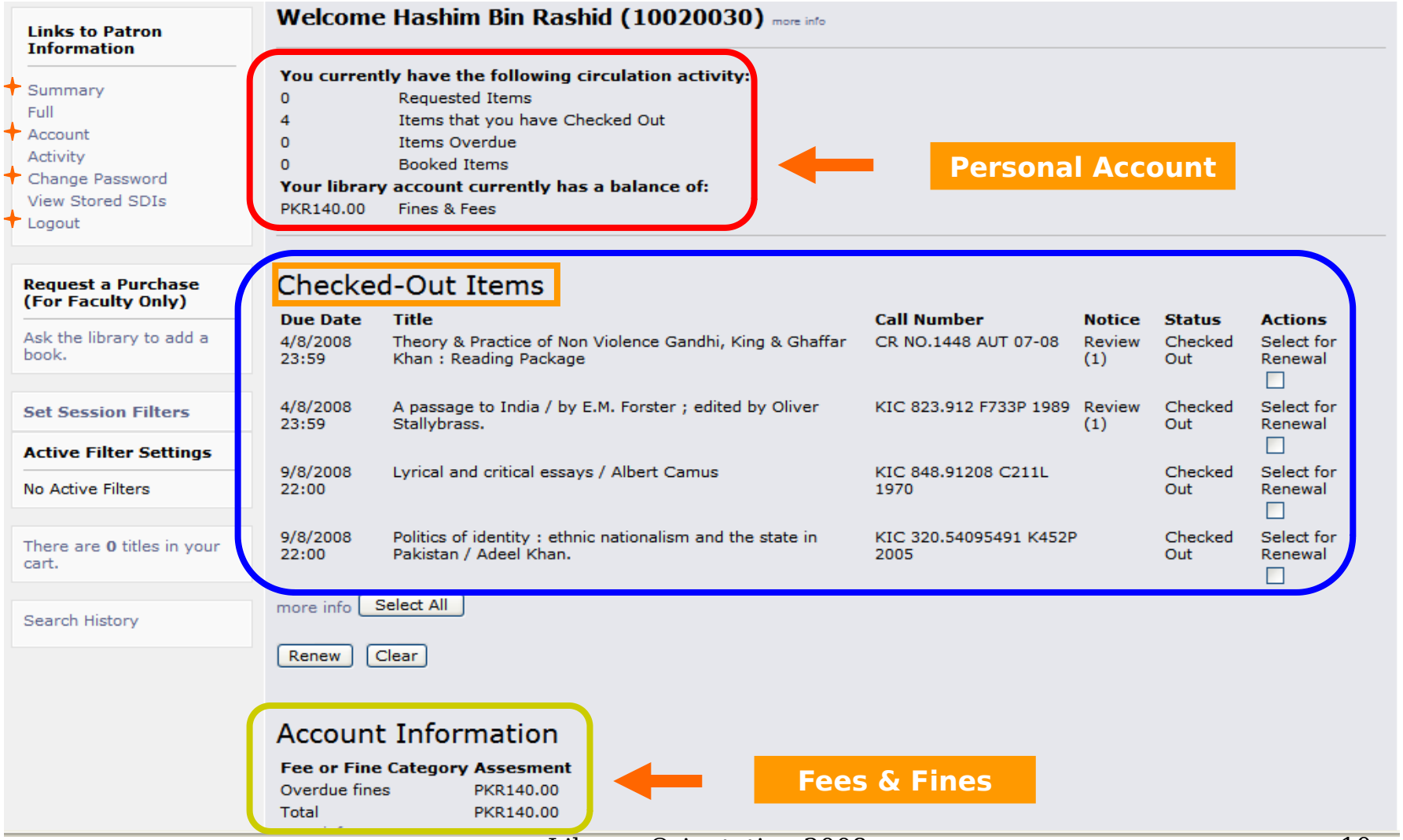
Systems & Services: Library Website



Systems & Services:
Library Portal

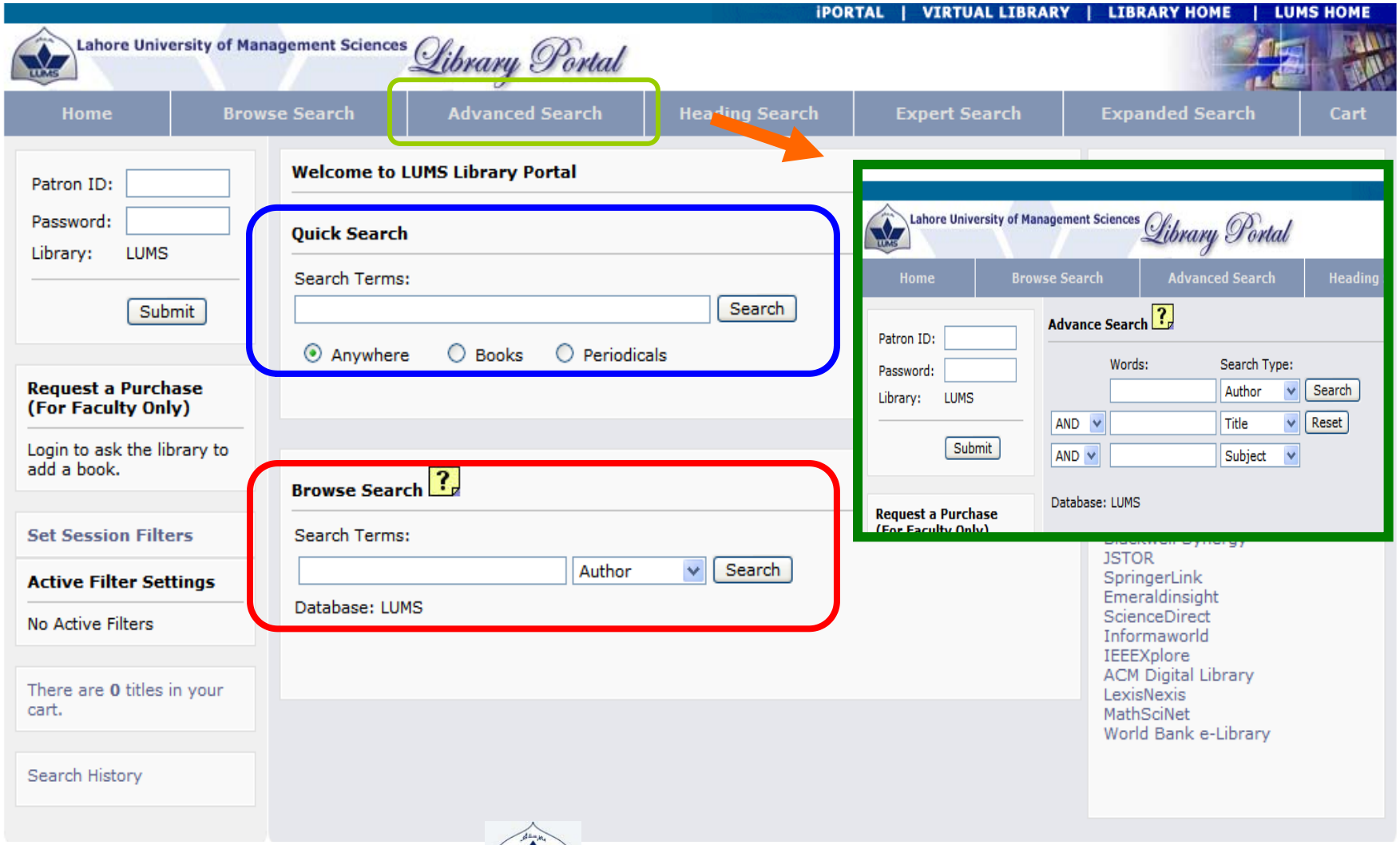
Online Catalogue

http://libraryportal.lums.edu.pk



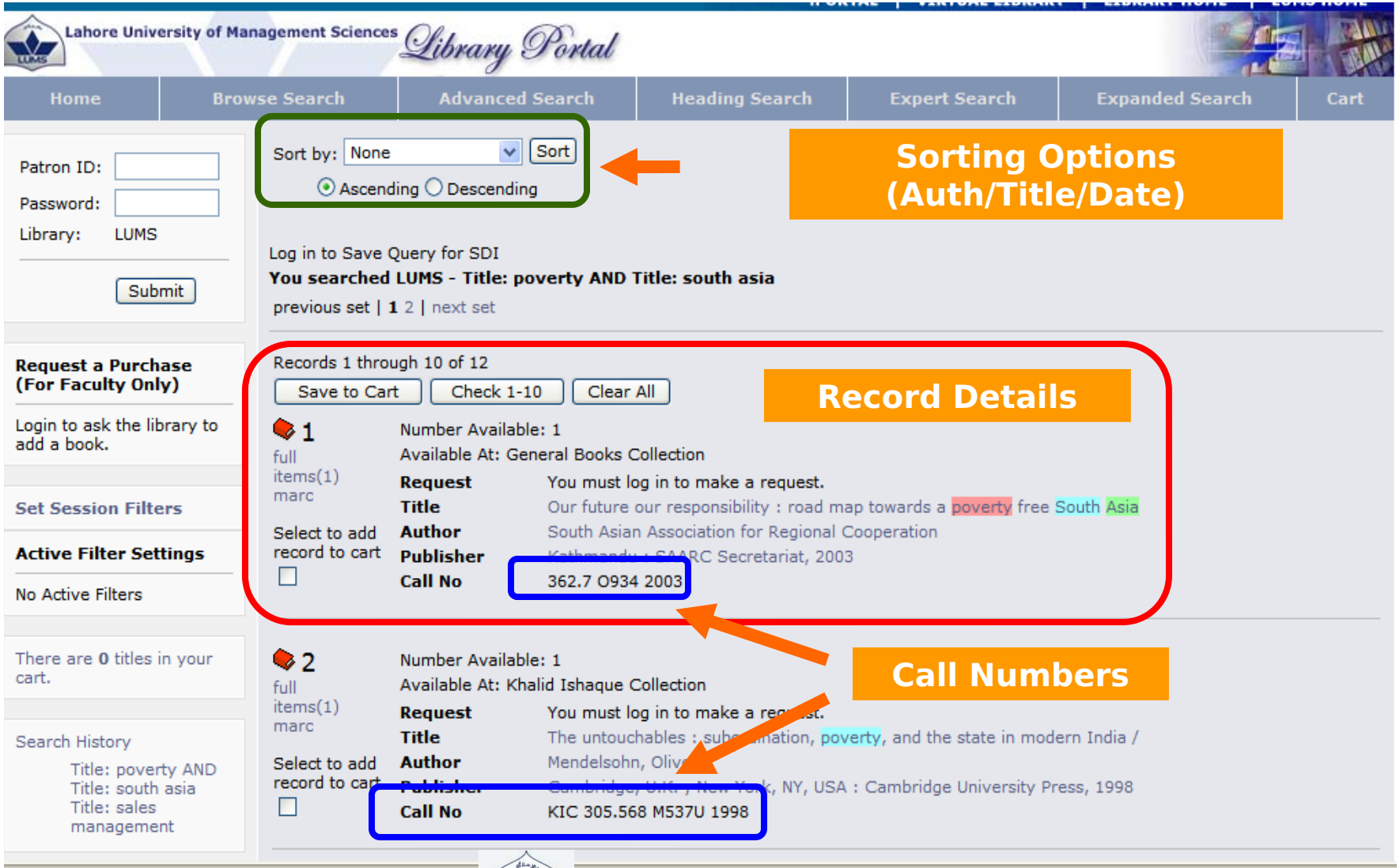
Systems & Services:
Library Portal

Search Options



Systems & Services:
Library Portal

Search Results

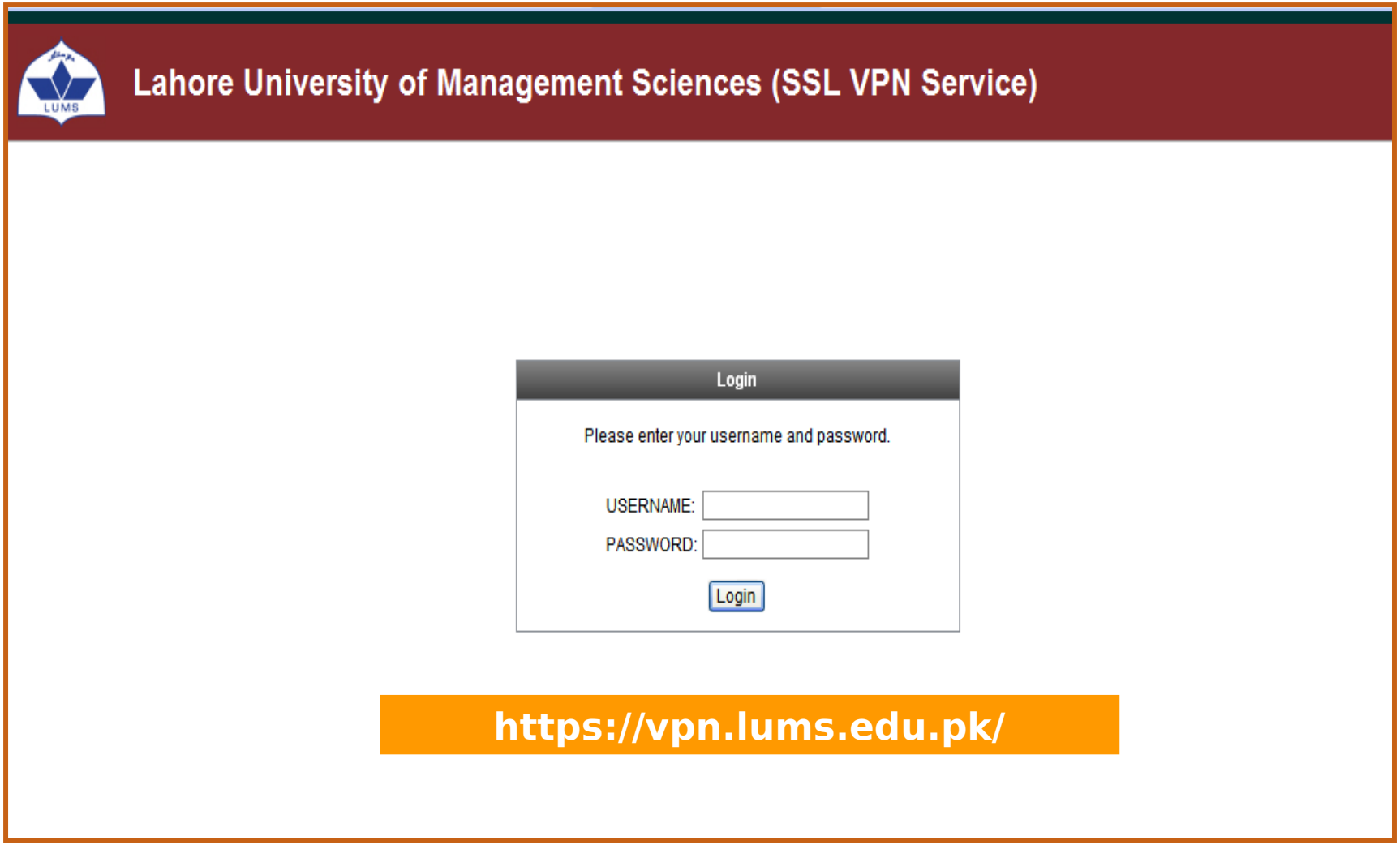


Systems & Services: Virtual Library Access

http://library.lums.edu.pk/vl/vl.htm

Systems & Services: VPN

Access



Systems & Services:
Other Services

VPN (Virtual Private Network)
This year, library has introduced the VPN for accessing the E-journals from off the campus. Currently the VPN services are available to LUMS faculty, RAs, TAs only while the students and staff will soon be able to use the VPN services.

CD Server
The Library has introduced CD-Server technology to provide campus-wide remote access to selective electronic reference databases through CD LAN. The CD-ROM databases are accessible around the clock. (\\cdserver)

Wireless LAN
The library is a WiFi enabled area that provides internet connectivity. Users can use their laptops/notebooks and ipod with built-in wireless adaptor to avail this service.

Reference Service
Help Desks (on both floors) remain active until 8:00 pm to provide efficient and reliable services under the supervision of professional librarians. Users may ask queries by telephone (ext. 4105, 4106), fax (042-5898307) or e-mail (library@lums.edu.pk).

CD-ROM & Online Searching
Separate workstations are placed for CD-ROM and electronic database searching.

Multimedia Services
The LUMS library provides audiovisual material; DVDs, CD-ROMs, and videos for borrowing as well as in-house consultation. The section is equipped with Cable TV, VCR, CD/DVD players, and video lecture server to support teaching, learning and research. The Library Lecture Server @ ftp://10.101.32.85 provides 24/7 access to LUMS Faculty Members Video Lectures as well as research documentaries.

OPAC Workstations
10 Online Public Access Catalog workstations are available on both floors for search of library resources

Electronic Document Delivery Service
The library provides Document Delivery Services to arrange journal articles that are not available locally.

Inter Library Loan (ILL)
If a particular item is not available in our collection, the library has arrangements for acquiring it from other libraries. ILL request forms are available at the Circulation Desk.

Photocopying & Laser Printing Service
Two self-service photocopying machines are available in the library. Photocopying cards can be purchased from the accounts department. Library provides the facility of printing articles from electronic resources @RS.4.00 per page

Rules & Regulations

Rules & Regulations:
General Policies

Users are expected to observe the following rules and policies while using the library services. Any violation of these rules will incur appropriate disciplinary action.

- Leave your personal belongings such as handbags, briefcases, etc., outside the library entrance, on your own responsibility. The library disclaims any liability for loss or damage.
- Submit any book or object for inspection, when requested by the library staff.
- Do not write, underline or mark any book. Library books are carefully examined on return and the borrower will be held responsible for the damage.
- After reading, leave books on the table or on the book trolley. Please do not shelve the books.
- Complete silence should be observed except for brief and subdued talk with the library staff.
- Drinks and eatables are not allowed in the library.
- Smoking is strictly prohibited inside the library.
- Keep your mobiles off within the library premises.
- Do not change configuration of computers or any other equipment in the library. LUMS IT code of conduct must be observed while using IT applications

Rules & Regulations: Borrowing Rules

All registered users are entitled to borrow materials from the library. Borrowing privileges are different depending on the membership category. The borrowing privileges for course reserve* and general books are:

Membership Category	Borrowing Privileges	Days
Graduate & Postgraduate Students(PhD/MBA/EMBA/MS/LLB)	**12 books****	**14**
Undergraduate Students (BSc)	8 books**	14
Research Associates	8 books	14
Teaching Assistants	4 books	14
Staff	4 books	14
Corporate Members	4 books	14
Faculty	30 books	90

* Course reserve is issued only for three hours.
** Including 4 course reserves

Rules & Regulations: Lending
Rules

- Presentation of a valid library card is a must for any checkout at the circulation desk.
- General books (except overdue & requested) may be renewed, either through iPortal or circulation counter, for 14 days if another user has not reserved the desired book.
- Requests can be made for checked out material through iPortal or visiting the library circulation desk
- Reference material, CD-ROMs, not-to-be-issued copy of course reserve, annual reports, pamphlets, current and bound periodicals, EIP (industrial research) reports, newspapers, and other non-circulating items cannot be checked-out. They can only be consulted within the library premises.
- Photocopying facility is available where copyright rules permit. you can get photocopying cards from accounts department @ Rs.60/- per card.
- If you accidentally misplace a book and can't find it after a thorough search, you should report this to the Circulation Desk immediately to avoid overdue fine.
- Mutilation of library material is a matter of disciplinary action. Books accidentally damaged should be reported so that suitable assessment can be made and damages paid.
- Library material borrowed by any member is subject to recall if needed by the library.
- Any material not returned or renewed within 60 days of the date due will be considered LOST.

Rules & Regulations: Fines

To encourage timely return of library materials and to provide optimal sharing of the collections, fines are charged for overdue items. Borrowers are responsible for returning or renewing items by the due date. If items are not returned within the due date, fines will be charged from the first overdue day, at the following rates:

Overdue Books

Rs.10 per book per day.

Lost Books

In case of loss or damage, the student will be charged three times the current price of the item.

Course Reserve

This material is issued for three hours only. If the material is not returned within the allocated time, a fine of Rs.50/- for each extra hour will be charged.

Disciplinary Fine

Rs. **500** on first time violation, Rs. **1000** on second time violation. If a patron continues the violation, the case could be referred to Value & Ethics Committee on fourth violation.

NOTE:

System generated over due and fine notices will be sent on official email account. All library fines are only paid at MCB booth LUMS. Library account will be blocked if the fine exceeds Rs.5000/-

Library Opening Hours

Monday - Friday

(Friday Prayer Break 1:30 p.m. - 02:00 p.m.)

Saturday

Sunday

During exams days

Virtual Access

24/7

- Library Help Desks (on both floors) provide services from 8:30 am to 8:00 pm.
- Library will remain closed on public holidays.

Key Contact Persons in the Library

Chief Librarian
Muhammad Ramzan
Extn. 4109
mramzan@lums.edu.pk

Business & Economics Helpdesk
Zakir Hussain
Extn: 4106
Email: zakirh@lums.edu.pk

Bookshop
Muhammad Shafiq
Extn: 4110
Email: mshafiq@lums.edu.pk

Humanities & Social Sciences Helpdesk
M. Ashraf Sharif
Extn. 4119
Email: mashraf@lums.edu.pk

Collection Development
Shakil Ahmed
Extn: 4112
Email: shakil@lums.edu.pk

Science & Engineering Helpdesk
Haider Ali
Extn: 4101
Email: haider@lums.edu.pk

Circulation & Readers' Services
Muhammad Asif
Extn. 4113
Email: asifch@lums.edu.pk

Law Librarian
Nasir Mehmood
Extn. 4118
nasir@lums.edu.pk

Teaching Resources Librarian
Farrukh Shahzad
Extn. 4103
Farrukhs@lums.edu.pk

Thank You